

CCSESA President Elect Duties

In accordance with the CCSESA Bylaws Article VII, Section G.2. The president-elect shall serve as acting president of the Corporation in the absence or incapacity of the president. While acting president, he or she shall have all the powers and duties of the president. The president-elect shall serve for one (1) year and shall succeed to the office of president of the Corporation when the office of the president becomes vacant or at the expiration of the president's term of office. The president-elect shall fulfill other duties as prescribed in these Bylaws.

The leadership role of the president-elect requires a commitment of time, often organizational resources and flexibility to address urgent issues in coordination with the president during the term of office.

Other basic duties of the CCSESA President-Elect are listed here along with other administrative duties. CCSESA staff may assist as necessary.

Monthly Duties

- Serve as a member of the Executive Committee and officer of CCSESA in accordance with the Bylaws
- Work with CCSESA staff on agenda items for General Membership Meetings/Board of Directors meetings, as needed
- Communicate with Executive Director on a regular basis to discuss key issues
- Prepare for and attend regularly scheduled Executive Committee meetings/conference calls
- Represent the county superintendents as needed before the Governor, State Superintendent of Public Instruction, the Legislature, and other entities and events as deemed necessary if the President is unavailable
- Represent CCSESA on the Education Coalition Leadership Council which meets monthly and is comprised of the Presidents and Executive Directors of the member organizations (CTA, CFT, CSEA, SEIU, ACSA, CSBA, CCSESA, CASBO, and the Superintendent of Public Instruction). The President-Elect may report on the activities of the Education Coalition to the CCSESA Board of Directors and General Membership
- Participate in monthly Steering Committee Chair Meetings

April prior to taking office

- Appoint and have the Board approve the Chair-Elect of each Steering Committee from the slate of candidates that the sitting committee chairs put forward. The Board approves Chair-Elects for BASC, CISC, PASSCo, TSC and SPSSC is to be presented no later than June.
- Prepare for new steering committee chairs orientation in June which will be chaired by the president-elect

June prior to taking office

- Attend CCSESA General Membership meeting
- Appoint State & Federal Legislative Committee Chair-Elect who shall begin service in July.
- Survey CCSESA members for willingness to serve in leadership roles during the next two years

July

- Begin term as President-elect
- Work with CCSESA staff to establish a calendar of meetings for the following year, including determining location for the county hosted General Membership meetings
- Attend the Education Coalition Leadership Council, if held
- Compile a list of members willing to serve in leadership roles and contact them for level of commitment (projects, committees, etc.)

August

- Attend the CCSESA Board of Directors meeting
- Establish the nominating committee (consisting of the 11 region chairs) to develop a slate of officers for the positions of President-Elect and Treasurer (if applicable) for the following year.

September

- Attend the CCSESA Board of Directors meeting
- Begin work on new superintendent orientation
- Coordinate with President on attendance at CCBE
- Contact individuals nominated by the Nominating Committee for commitment and permission to be placed on the slate of nominees

October

- Attend the CCSESA General Membership Meeting
- Assist with the appointment of a CCSESA Audit Committee to be approved by the Board (recommend approval by December Board meeting)
- Finalize slate of nominees for December Board of Directors meeting

November

- Attend the ACSA Annual Conference

December

- Attend CCSESA Board meeting
- Present the slate of nominees for President-Elect and Treasurer for approval by the Board

January

- Solicit nominations for the CCSESA Annual Awards: Legislator of the Year Award, Professional Publication Award, and Executive Leadership Award
- Convene awards committee to select CCSESA award recipients. CCSESA staff forwards the names to AESA for consideration for the national awards
- Present slate of officers for President-elect and Treasurer for a vote of the CCSESA general membership

February

- Continue working on soliciting nominations for CCSESA award recipients

March

- Attend CCSESA Board meeting

April

- Solicit new members of the Finance Committee (staggered terms) to begin membership in July
- Appoint Business Partnerships Standing Committee chair to serve for one year beginning in July. President Elect to work with Committee Chairs to distribute leadership roles throughout the state. The Board must approve the appointment no later than the June Board meeting

May

- Attend CCSESA Board meeting

June

- Attend the CCSESA General Membership Meeting

- Present the CCSESA Awards (Perpetual Award, Professional Publication, Legislator of the Year and Executive Leadership Award) at the June General Membership meeting
- Appoint Finance Committee members in accordance with the CCSESA Bylaws

July

- Begin term as president

President Elect Vacancy:

If the President -elect is not able to fulfill their term of office as elected by the CCSESA membership (the individual retires, leaves office for any reason, etc.), an immediate past president from the prior two years will fill the role while an election takes place to fill the president-elect role.

NOTE: For the 2022-23 transition year:

- LK Monroe serves as president until March 2022 and begins term as past president April 2022
- Debra Duardo serves as president-elect until March 2022 and begins term as president April 2022
- Gayle Garbolino-Mojica serves as president-elect April 2022-June 2023